

Annual Contract Competitive Proposal Request	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	RESPONSES MUST BE RECEIVED BY: July 8, 2020 11:00 AM CST
TITLE: A20-52540 Unified RFID Technology System and Renewable Supplies ** THIS HAS BEEN DEEMED AND APPROVED AS A PROPRIETARY BID** ALL ITEMS BID MUST BE THE BRAND AND MODEL NUMBER SHOWN*		RETURN BID TO: PURCHASING DIVISION
FILE NO: 20-52540 AD DATES: 06/09/20 & 06/16/20	Mailing Address: PO Box 1471 Baton Rouge, LA 70821 Physical Address: 222 St. Louis Street 8 th Floor Room 826 Baton Rouge, LA 70802	
SHIP TO ADDRESS: Various Locations (See Attached)	Contact Regarding Inquiries: Purchasing Analyst : Brit'Ney McCoy Telephone Number: 225-389-3259 x 315 Email: bmccoy@brla.gov	
VENDOR NAME	MAILING ADDRESS	
REMIT TO ADDRESS	CITY, STATE, ZIP	
TELEPHONE NO.	FAX NO.	E-MAIL
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER	TITLE	
AUTHORIZED SIGNATURE	PRINTED NAME	
QUESTIONS TO BE COMPLETED BY VENDOR: 1. _____ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER. 2. _____ % discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration. 3. _____ STATE ENUMERATED ADDENDA RECEIVED (<i>IF ANY</i>) award consideration.		

F.O.B.: DESTINATION - PAYMENT TERMS: NET 30
ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS FOR ANNUAL CONTRACTS

Bidders are urged to promptly review the requirements of these specification, terms and conditions and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications, terms and conditions are clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification, terms and conditions documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.
2. This proposal is to establish firm prices for materials supplies and services for the contract period shown. Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.
3. The contract shall be firm through the period indicated on the cover sheet. Upon agreement of both the contractor and the City - Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same.
4. Proposals are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive proposals. Bidders should rely only on advertisements in the local newspaper, and should personally pick up proposals and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
5. The contract title, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
6. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.
7. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
8. Except for bids submitted through the www.bidexpress.com on-line bidding site, bids shall be accepted only on proposal forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. The City - Parish will only accept bids from those bidders in whose names the proposal forms and/or specifications were issued. Altered or incomplete proposals, or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire proposal package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Division as the bid.
9. All proposals must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
10. All proposals must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
11. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.

12. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within seven (7) days.
13. Written addenda issued prior to bid opening which modifies the proposal shall become a part of the proposal for bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
14. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
15. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
16. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor.
17. The City - Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
18. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
19. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are exempt from state and local taxes.
20. The City - Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
21. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?

YES____NO____. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
22. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
23. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana

Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.

24. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
25. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
26. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.

27. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
28. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://city.brla.gov/dept/purchase/bidresults.asp>.
29. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
30. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

31. The City of Baton Rouge, Parish of East Baton Rouge launched a new Enterprise Resource Planning (ERP) system, Vendor Self Service (VSS) via Munis. VSS replaced the legacy vendor database and will be used by all departments and agencies citywide.

Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at <http://brla.gov/vss>. Vendors are encouraged to review the step by step <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF> before beginning the registration process which may be assessed at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF>.

Additional information regarding how to do business with EBR City-Parish is available at: <https://www.brla.gov/DocumentCenter/View/678>.

We also post our scheduled bid openings, as well as unofficial bid tabulations after the bids have opened at <http://city.brla.gov/dept/purchase/bids.asp>.

Note: Commodity codes are required for setting up your profile. These numbers tell us what commodities and services that you can provide. When agencies request products or services, our buyers pull directly from these numbers to send out solicitations, bids, and quotes. The first 3 numbers are the class numbers; the subclasses are two digit numbers that better describe the commodity or service. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

Important! - A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.

FEDERAL CLAUSES, IF APPLICABLE.

I. Remedies for Breach

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

II. Termination and Settlement

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

III. Access to Records

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

IV. Equal Employment Opportunity

Bidder acknowledges that all contracts shall contain provisions requiring compliance with

E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18 U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

VI. Davis-Bacon Act

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms Under Governments Grants, Contracts, and Cooperative Agreements"

IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

ADDITIONAL REQUIREMENTS AND TERMS & CONDITIONS FOR THIS BID

- The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees, agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City - Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City - Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor and resulting from the negligence, commission or omission of any act by the Contractor, or Contractor's officers, employees, agents or subcontractors.
- If work is to be performed on site, contractor shall furnish proof of insurance as required in specifications.
- Payment terms for services will be **Net 30** days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.
- The City-Parish reserves the right to cancel this contract with thirty (30) days written notice.
- This proposal is to establish firm prices for materials supplies and services for the contract period shown.
- Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification.
- Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.
- The contract shall be firm through a 36 month period. Upon agreement of both the contractor and the City - Parish, the contract may be extended for 12 months (first renewal) and an additional 12 months (second renewal) or other shortened specified time periods after the initial 36 month term. Extension of the contract into the first or second time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same.
- Proposals are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive proposals. Bidders should rely only on advertisements in the local newspaper, and should personally pick up proposals and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
- The contract title, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more

than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.

- If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within seven (7) days.
- The City - Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
- The City - Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
- **Termination for Cause:** The City-Parish may terminate this Contract for default by giving the contractor written notice thereof, specifying with particularity each such default. After the first such notice of default, Contractor shall have ten (10) days after receipt of notice to cure or take reasonable steps to cure the default. If the contractor fails to cure or take reasonable steps to cure the default within such ten-day period, the City-Parish may declare this Contract, as appropriate, terminated. In the event of a second notice of default, whether for the same or a different infraction of contractual obligations, the contractor will be given five (5) days to cure the default. If a third notice of default should become necessary, the contract may be terminated upon notification of said default.
- **Termination for Convenience:** The City-Parish may terminate this Agreement at any time by giving thirty (30) days written notice.
- **Termination for Non-Appropriation Clause:** Should the Invitation to Bid result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing the City-Parish to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated
- Payment terms for services will be Net 30 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.
- **Method of Award :** It is the intention of the City of Baton Rouge to award this bid in its entirety to one vendor.
- **Sample(s)** may be required. When requested, samples must be furnished at vendor's expense, and received not later than 10 days after request. Packages should be clearly labeled with the bid number. Each individual sample within the package must be clearly labeled with bidder's name, manufacturer's brand name and number, file number and item reference. Samples of successful bidder will be retained at the purchasing office or the using agency for the purpose of receiving merchandise. Any part of merchandise received that does not meet the quality standards and construction of the sample will be rejected and returned at vendor's expense.

CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

A Commercial General Liability on an occurrence basis as follows:

General Aggregate	\$2,000,00
Products-Comp/Op Agg	\$
Personal & Adv Injury	\$
Each Occurrence	\$
Fire Damage (Any one fire)	\$ 50,000
Med Exp	\$ 5,000

B. Business Auto Policy
Any Auto, or Owned, Combined Single Limit
Non-Owned & Mired \$300,000

C. Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.

D. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.

E. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.

F. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

G. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge
Attn: Purchasing Division
Post Office Box 1471
Baton Rouge, Louisiana 70821

SCHEDULE OF EVENTS

Item	Anticipated Schedule
Invitation to Bid mailed to prospective proposers	June 8, 2020
Mandatory Pre-bid Conference and job Site Visits – only those vendors who participate in this conference and all site visits are eligible to receive an award on this project.	June 23, 2020 June 24, 2020
Deadline to receive written inquiries	June 29, 2020
Proposal Opening Date (deadline for submitting proposals)	July 8, 2020

MANDATORY PRE-BID MEETING AND JOB SITE VISITS
June 23, 2020 and June 24, 2020

Interested bidders must attend both Pre-Bid Meetings and inspect all of the job sites prior to bidding. All bidders must sign a sign-in sheet at each mandatory Pre-Bid Meeting and each Job Site location. Only those vendors who participate in both Pre-Bid Meetings and all site visits are eligible to receive an award on this project.

Library Contacts are: Kirsten Edson (225) 954-2145
Bryce Tomlin (225) 252-4352

On June 23, 2020, at 9:00 am, bidders are to meet at the **East Baton Rouge Parish Main Library at 7711 Goodwood Boulevard, Baton Rouge, Louisiana**, in the 3rd floor Board Room. This is where the Mandatory Pre-Bid Meeting will be held; job sites will begin immediately after the Pre-Bid Meeting.

On June 24, 2020, at 9:00 am, bidders will meet at the **Bluebonnet Regional Branch Library, 9200 Bluebonnet Boulevard, Baton Rouge, LA** in the main lobby; job sites will begin immediately after the Pre-Bid Meeting.

SCHEDULE OF MANDATORY PRE-BID MEETINGS AND JOB SITE VISITS	
Day One	Day Two
Main Library 7711 Goodwood Boulevard (225) 231-3740	Bluebonnet Regional Branch Library 9200 Bluebonnet Boulevard (225) 763- 2240
River Center 250 North Blvd (225) 389-4967	Jones Creek Regional Branch Library 6222 Jones Creek Road (225) 756-1140
Carver Branch Library 720 Terrace Street (225) 389-7440	Fairwood Branch Library 12910 Old Hammond Hwy. (225) 924-9384
Eden Park Branch Library 5131 Greenwell Springs. Rd. (225) 231-3240	Greenwell Springs Road Regional Branch Library 11300 Greenwell Springs. Rd. (225) 274-4440
Break for Lunch	Break for Lunch
Delmont Gardens Branch Library 3351 Lorraine Street (225) 354-7040	Central Branch Library 11260 Joor Road (225) 262-2640
Scotlandville Branch Library 7373 Scenic Highway (225) 354-7540	Pride-Chaneyville Branch Library 13600 Pride–Pt Hudson Rd (225) 658-1540
Baker Branch Library 3501 Groom Road, Baker (225) 778-5940	Zachary Branch Library 1900 Church St, Zachary (225) 658-1840

INQUIRY PERIOD

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. Without exception, all questions MUST be in writing.

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires responsible and interested bidders to conduct their in-depth review of the bid document and submit inquiries in a timely manner.

All inquiries shall be received by the close of business on: **June 29, 2020.**

INQUIRIES AND/OR QUESTIONS SHALL NOT BE ENTERTAINED THEREAFTER.

Inquiries are to be directed as follows:

**City-Parish Purchasing Department
222 St. Louis Street, Room 826 (Hand Delivery)
Baton Rouge, LA 70802**

Or

**P. O. Box 1471
Baton Rouge, LA
70821**

Or

Email: bmccoy@brla.gov

Or

Fax (225) 389-4841

EAST BATON ROUGE PARISH LIBRARY LOCATIONS AND HOURS

Main Library (MAIN) 7711 Goodwood Boulevard (225) 231-3740 Monday–Thursday, 8:00 a.m. – 10:00 p.m. Friday & Saturday, 8:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 10:00 p.m.	Greenwell Springs Road Regional Branch Library(GSR) 11300 Greenwell Sps. Rd. (225) 274-4440 Monday–Thursday, 9:00 a.m. – 9:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.
Baker Branch Library (BAK) 3501 Groom Road, Baker (225) 778-5940 Monday–Thursday, 9:00 a.m. – 8:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.	Jones Creek Regional Branch Library (JCR) 6222 Jones Creek Road (225) 756-1140 Monday–Thursday, 9:00 a.m. – 9:00 p.m. Friday and Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.
Bluebonnet Regional Branch Library (BBR) 9200 Bluebonnet Boulevard (225) 763-2240 Monday–Thursday, 9:00 a.m. – 9:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.	Pride-Chaneyville Branch Library (PRI) 13600 Pride–Pt Hdson Rd (225) 658-1540 Monday–Thursday, 8:00 a.m. – 8:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.
Carver Branch Library (CAR) 720 Terrace Street (225) 389-7440 Monday–Thursday 9:00 a.m. – 8:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.	River Center Branch Library (RCB) 250 North Blvd (225) 389-4967 Monday–Thursday, 9:00 a.m. – 8:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.
Central Branch Library (CEN) 11260 Joor Road (225) 262-2640 Monday–Thursday, 9:00 a.m. – 8:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.	Scotlandville Branch Library (SCO) 7373 Scenic Highway (225) 354-7540 Monday–Thursday, 9:00 a.m. – 8:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.
Delmont Gardens Branch Library (DGB) 3351 Lorraine Street (225) 354-7040 Monday–Thursday, 9:00 a.m. – 8:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.	Zachary Branch Library (ZAC) 1900 Church St, Zachary (225) 658-1840 Monday–Thursday, 9:00 a.m. – 9:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.
Eden Park Branch Library (EP) 5131 Greenwell Sps. Rd. (225) 231-3240 Monday–Thursday, 9:00 a.m. – 8:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.	Non-Public Service/Recycled Reads Building 3434 North Blvd., Baton Rouge Hours are to be scheduled in advance
Fairwood Branch Library (FAI) 12910 Old Hammond Hwy. (225) 924-9384 Monday–Thursday, 9:00 a.m. – 8:00 p.m. Friday & Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 2:00 p.m. – 6:00 p.m.	

UNIFIED RFID SYSTEM

Background

It is the intention of the City of Baton Rouge to purchase additional equipment and software to its existing mk Solutions **Unified RFID System for the Library. Including RFID Self Service Checkout, RFID materials tags and Library Automated Materials Handling (AMH) System from a single vendor.** All purchase items are to be handled as turnkey equipment

Scope of Work

The Library seeks a unified system that can handle materials security, RFID self-service check out including credit card payment options, automated return of materials, automated materials handling sortation, and mobile collection management. All items on this bid must work together and with the Library's current mk Solutions, mk Solutions RFID equipment and integrate with the current proprietary software. Must integrate with V-Smart version 3.0, the Library's Integrate Library System (ILS) All items must be new and unused. No refurbished product will be accepted. You are invited to submit proposals in accordance with the requirements of this solicitation which are contained herein. Any information requested that is not submitted with the bid, must be submitted within 7 days of written request by the City of Baton Rouge Purchasing Department.

General Requirements for all parts of		Verification
CE or UL REQUIREMENT: Vendor must have CE or UL certification for individual units of Library RFID Self Check system and AMH system listed to the right, not just the individual parts; additionally, must have CE or UL certification for each system as a unified whole. Exterior return screens must have at least 1500 nits.		Please attach a copy of the CE or UL Certificate for each system. RFID Self Service Check-out/Kiosk System Detection Mobile Collection Management Automated Returns AMH CE certification for unified whole
UNITED STATES LOCATIONS: Vendor must have completed at least 10 library installations for RFID self-service checkout system, collection management and AMH system. Must have at least 5 currently operating RFID installations in the United States. Please list information below.		Provide list with contact info on 10 U.S. library systems which have installed your system, 5 of which must be currently using your system and 2 must provide a reference.
SERVICE CALLS: The Library is open up to 84 hours per week and calls may be placed any day and at any time; vendor must respond within 2 hours. Vendor must provide contacts and names of local (in-state or within 200 miles) RFID certified technicians. Technicians must be supplied with fully stocked vans with all US replacement parts. The Library must receive an on-site service call within 6 hours during Library business hours. Please provide Information below.		Provide current list and contact information for technicians located in Louisiana or within 200 miles of Baton Rouge.
Name of Technician	Phone	Location

CURRENT RFID EQUIPMENT

QUANTITY	DESCRIPTION	LOCATION
14	mk Handheld all-in-one, Nordic ID hardware	Main
8	mk Supply Conveyors	Main(3), BBR(1), GSR(1), JCR(1), ZAC(1), ORP(1)
5	mk RS5/RS5T with 3-bin Sorter	BBR, GSR, JCR, ZAC, ORP
1	mk RS5/RS5T with 5-bin Sorter	Main
1	mk RS5/RS5T with 7-bin Sorter	Main
1	mk RS5/RS5T with 9-bin Sorter	Main
28	mk SC1 Kiosk	Main(4), BAK(1), BBR(3), CEN(2), DGB(1), EDE(1), GSR(3), JCR(3), PRI(1), RCB(5), SCO(1), ZAC(3)
3	mk SC1 Table Top	Main, CAR, FAI
2	mk SG-Clear Single Aisle	BAK(2)
10	mk SG-Clear Dual Aisle	Main(1), CAR(2), EDE(1), FAI(1), GSR(2), RCB(1), SCO(1), ZAC(1)
2	mk SG-Clear Triple Aisle	CEN, PRI
3	mk SG-Clear Quad Aisle	BBR, DGB, JCR
36	mk Book Bin, size 700x700 or Mk Book Bin, size 700x900mm	BBR(3), GSR(3), JCR(3), ZAC(3), ORP(3), Main(21)
31	mk Card Payment Unit, Ingenico iSC 250 hardware	Main(5), BAK(1), BBR(3), CAR(1), CEN(2), DGB(1), EDE(1), FAI(1), GSR(3), JCR(3), PRI(1), RCB(5), SCO(1), ZAC(3)
95	mk StaffStation	Main(17), BAK(4), BBR(8), CAR(5), CEN(5), DGB(5), EDE(5), FAI(6), GSR(7), JCR(8), ORP(5), PRI(4), RCB(5), SCO(5), ZAC(6)
31	mk MD 2000 Case Unlocker	Main(5), BAK(1), BBR(3), CAR(1), CEN(2), DGB(1), EDE(1), FAI(1), GSR(3), JCR(3), PRI(1), RCB(5), SCO(1), ZAC(3)
1	mk RS5 – interior or Mk RS5T - interior	Main
12	mk RS5 – exterior or Mk RS5T - exterior	Main(1), BAK(1), BBR(1), CEN(1), DGB(1), EDE(1), FAI(2), GSR(1), JCR(1), PRI(1), ZAC(1)
6	mk Staff Induction Station	Main(2), BBR(1), GSR(1), JCR(1), ZAC(1)

NOTE: The City Parish reserves the right to add / remove locations to the contract.

**EQUIPMENT LISTING SPECIFICATIONS
PURCHASE ITEMS**

ITEM 0001
ISO RFID TAGS FOR BOOKS AND MEDIA CASES
MAKE : mk RFID Tags 3x2"
MODEL : TAG3S-X2-ID OR APPROVED EQUAL

Requirements	YES	NO	List Any Deviation
5mm x 50 mm pressure sensitive label on silicone paper liner			
ISO 15693-3 and 18000-3 Mode 1 compliant			
1,024 bit memory chip			
Wound on single tag width rolls			

ITEM 0002
RFID SELF SERVICE CHECK OUT UNIT FOR DESKTOP
MAKE : mk SC1 Kiosk
MODEL : SC1-UL-FH-BC-RB-RF-LBM-WI-W4-00 OR APPROVED EQUAL

<p>Please provide the following items as attachments to your bid.</p> <ul style="list-style-type: none"> <input type="checkbox"/> List all languages the Self Check/Kiosk system can currently display. <input type="checkbox"/> Show Pictorial examples of screens for sections listed below. <ul style="list-style-type: none"> o <u>Screen Display</u> o <u>Variation In Screen Display</u> o <u>ADA</u> o <u>Help</u> 			
<p>ONLINE CALENDAR INTEGRATION: The Library will use the Self Service RFID units / Kiosks to market our programs to patrons. All Self Service RFID units/Kiosks must directly link to the Library's existing Evanced Online Calendar. Patrons must be able to register on the spot for program listings requiring pre-registration in the Evanced Online Calendar.</p>	<p>Vendor must implement integration to Evanced Online Calendar within 6 months</p>		
<p>READERS ADVISOR INTEGRATION: The Library uses the Novelist Select Reader's Advisory tool to share information with patrons. All Self Service RFID units /kiosks must be able to display recommendations for further reading to patrons as they check out. Recommendations must include titles from the Library's print and eBook collections. Patrons must be able to choose either a print option or an email option to receive list of recommended titles.</p>	<p>Vendor must implement integration with Novelist Select Reader's Advisory tool within 6 months</p>		

Requirements	YES	NO	List Any Deviation
RFID antenna which checks out or renews book and non-book materials			
Accommodates both printed or email receipt options for patrons;			
Customizable display Touchscreen			
Multiple languages			
Patrons must be able to place recommended items on hold at the Self Service RFID units /Kiosk			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0002 RFID SELF SERVICE CHECK-OUT UNIT FOR DESKTOP REQUIREMENTS			
Requirements	YES	NO	List Any Deviation
Self Service RFID units/Kiosks must be able to unlock AV titles (DVD, BluRay, CD, CD-ROM) once Checkout is complete			
Check-out receipt must be expandable to show long titles (and not cut them off) and have the ability to include a specific number of titles from the list of recommendations as determined by the Library			
Unit must be interoperable with mk Solutions LibManage			
Screen must be touch screen			
Integrates with Library promotional resources: Evanced Online Calendar and Novelist Selects Readers Advisory tool			
Must collect detailed usage statistics which can be easily accessed and reported by staff			
Unit must have real time notification to staff if the unit goes offline or runs out of paper for the receipt printer			
Unit must be interoperable with mk Solutions LibManager			
CARD READERS: Patrons are now using virtual library cards in addition to physical library cards. RFID Self Service Check- Out units/kiosk must be able to read barcodes on PEDs (Portable Electronic Devices such as smart phones or iPads)			
SECURITY: Self-Pay feature must be PADSS (Payment Application Data Security Standards) compliant			
LANGUAGES: patrons must be able to select from list of over 50 languages including English, Spanish, French, and Vietnamese. Interface must allow patron to change language at any point during the transaction. Languages must display in Roman Characters			
SCREEN DISPLAY: Self Service RFID units /Kiosks display screens must be configurable by staff remotely, including adjustments to font, background image, header image, color, text on the check-in receipt and text on the check-out receipt. Self Service RFID units/Kiosk system must have the ability to schedule, expire, and group promotional banners or announcements			
VARIATION IN SCREEN DISPLAY: Screens must be able to display different promotional items and images based on location and department			
ADA: Interface must allow patron to increase FONT size at any point during the transaction. Kiosk must be ADA height compliant			
HELP: Self Service RFID units /Kiosk must display a visual icon or recognizable image of the correct device being used whether a desk top or kiosk model. Interface must allow patron to ask for staff assistance at any point during the transaction via an on-screen HELP button. HELP button must trigger a staff person via a pop-up notification at a staff computer in close proximity to the Self-Service RFID unit/Kiosk			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0003 RFID SELF SERVICE CHECK-OUT UNIT FOR KIOSK

MAKE : Mk SC1 Kiosk

MODEL : SC1-UL-TT-BC-RB-RF-LBM-WI-W4-00 OR APPROVED EQUAL

Please provide the following items as attachments to your bid.

- ☐ List all languages the Self Check/Kiosk system can currently display.
- ☐ Show Pictorial examples of screens for sections listed below.
 - o Screen Display
 - o Variation In Screen Display
 - o ADA
 - o Help

ONLINE CALENDAR INTEGRATION: The Library will use the Self Service RFID units / Kiosks to market our programs to patrons. All Self Service RFID units/Kiosks must directly link to the Library's existing Evanced Online Calendar. Patrons must be able to register on the spot for program listings requiring pre-registration in the Evanced Online Calendar.

Vendor must implement integration to Evanced Online Calendar within 6 months

READERS ADVISOR INTEGRATION: The Library uses the Novelist Select Reader's Advisory tool to share information with patrons. All Self Service RFID units /kiosks must be able to display recommendations for further reading to patrons as they check out. Recommendations must include titles from the Library's print and eBook collections. Patrons must be able to choose either a print option or an email option to receive list of recommended titles.

Vendor must implement integration with Novelist Select Reader's Advisory tool within 6 months

ITEM 0003 RFID SELF SERVICE CHECK-OUT UNIT FOR KIOSK REQUIREMENTS

RFID antenna which checks out or renews book and non-book materials			
Accommodates both printed or email receipt options for patrons			
Customizable display Touchscreen			
Multiple languages			
Patrons must be able to ce recommended items on hold at the Self Service RFID units /Kiosk			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0003 RFID SELF SERVICE CHECK-OUT UNIT FOR KIOSK REQUIREMENTS (Continued)			
Requirements	YES	NO	List Any Deviation
Self Service RFID units/Kiosks must be able to unlock AV titles (DVD, BluRay, CD, CD-ROM) once Checkout is complete			
Check-out receipt must be expandable to show long titles (and not cut them off) and have the ability to include a specific number of titles from the list of recommendations as determined by the Library			
Unit must be interoperable with mk Solutions LibManager			
Screen must be touch screen			
Integrates with Library promotional resources: Evanced Online Calendar and Novelist Selects Readers Advisory tool			
Must collect detailed usage statistics which can be easily accessed and reported by staff			
Unit must have real time notification to staff if the unit goes offline or runs out of paper for the receipt printer			
Unit must be interoperable with mk Solutions LibManager			
CARD READERS: Patrons are now using virtual library cards in addition to physical library cards. RFID Self Service Check- Out units/kiosk must be able to read barcodes on PEDs (Portable Electronic Devices such as smart phones or iPads)			
SECURITY: Self-Pay feature must be PADSS (Payment Application Data Security Standards) compliant			
LANGUAGES: patrons must be able to select from list of over 50 languages including English, Spanish, French, and Vietnamese. Interface must allow patron to change language at any point during the transaction. Languages must display in Roman Characters			
SCREEN DISPLAY: Self Service RFID units /Kiosks display screens must be configurable by staff remotely, including adjustments to font, background image, header image, color, text on the check-in receipt and text on the check-out receipt. Self Service RFID units/Kiosk system must have the ability to schedule, expire, and group promotional banners or announcements			
VARIATION IN SCREEN DISPLAY: Screens must be able to display different promotional items and images based on location and department			
ADA: Interface must allow patron to increase FONT size at any point during the transaction. Kiosk must be ADA height compliant			
HELP: Self Service RFID units /Kiosk must display a visual icon or recognizable image of the correct device being used whether a desk top or kiosk model. Interface must allow patron to ask for staff assistance at any point during the transaction via an on-screen HELP button. HELP button must trigger a staff person via a pop-up notification at a staff computer in close proximity to the Self-Service RFID unit/Kiosk			

**EQUIPMENT LISTING SPECIFICATIONS
PURCHASE ITEMS**

ITEM 0004 PAYMENT SYSTEM WITH CREDIT/DEBIT CARD READER AND FINES PROCESSING SYSTEM FOR EACH RFID SELF SERVICE CHECK OUT UNIT OR KIOSK – MAKE: mk Card Payment Unit, INGENICO ISC 250 HARDWARE MODEL: CASHLESS-PAYMENT-GOVOLUTION-US OR APPROVED EQUAL			
Requirements	YES	NO	List Any Deviation
Integrated payment system must allow patron to pay fines and fees associated with his/her account in the V-Smart ILS accounting system and Govloution payment system			
Must not force patrons to initiate a separate session in order to process and complete a payment transaction			
System must include a Credit/Debit card reader and secure merchant bank connectivity software that accommodates new chip technology and complies with state/federal regulations			
Connection for a Cashbox must be optional for future enhancements			
System must be compatible with the existing unified system and must accommodate a minimum of 24 readers / licenses (included)			
ITEM 0005 RFID MEDIA UNLOCKING DEVICE MAKE: mk Case Unlocker MODEL: MD2000 DISC OR APPROVED EQUAL			
Requirements	YES	NO	List Any Deviation
Must integrate with RFID Self Service Check-Out Unit/Kiosk; customers view instructions on Self Service system display screen which prompts the patron to insert specific items into the integrated unlocking device once they are checked out.			
Unlocking device then unlocks the item and returns it to the patron			
ITEM 0006 STAFF CIRCULATION WORKSTATION WITH RFID CONVERSION SOFTWARE AND PAD MAKE: mk StaffStation MODEL: SS-RFID-PAD-FO OR APPROVED EQUAL			
Requirements	YES	NO	List Any Deviation
Dual function staff circulation workstation which can process barcoded as well as RFID tagged materials			
Equipped to serve as a tagging conversion station during the migration process			
Designed for ease in positioning and sliding materials on and off the pad for processing			
Conversion station must include a RFID reader pad			

**EQUIPMENT LISTING SPECIFICATIONS
PURCHASE ITEMS**

ITEM 0007 DIRECT MOUNT SINGLE AISLE RFID DETECTION SYSTEM i.e. “SECURITY GATE” SINGLE AISLE, SECURITY GATE MAKE: mk SG-Clear Single Aisle MODEL: SG-RFID-1SA OR APPROVED EQUAL			
Requirements	YES	NO	List Any Deviation
Clear design to ensure maximum visibility			
System must be configurable to alarm on exit, not entrance			
Must have directional customer counter			
Adjustable audio and visual alarms			
Gate must continue to record and transmit gate count and tag alarm to mk Solutions Lib Manager, even if VSmart Integrate Library System (ILS) is down			
RFID Detection system must have a Directional Alarm so that staff may immediately see which gate triggered the alarm			
RFID Detection system must have an on-board patron counter that has a highly visible backlit display; the patron counter must be readable while standing			
RFID Detection system must include an integrated or built-in patron counter that displays patron count for entering (in), exiting (out), and total (both)			
RFID Detection system must integrate with the existing remote mk Solutions LibManager software with the ability to aggregate statistics, provide system status, and push configurations for multiple systems and locations			

**EQUIPMENT LISTING SPECIFICATIONS
PURCHASE ITEMS**

ITEM 0008 DIRECT MOUNT DOUBLE AISLE RFID SYSTEM i.e. "SECURITY GATE" DOUBLE AISLE SECURITY GATE MAKE: mk SG-Clear Dual Aisle MODEL: SG-RFID-2DA OR APPROVED EQUAL			
Requirements	YES	NO	List Any Deviation
Clear design to ensure maximum visibility			
System must be configurable to alarm on exit, not entrance			
Must have directional customer counter			
Adjustable audio and visual alarms			
Gate must continue to record and transmit gate count and tag alarm to mk Solutions Lib Manager, even if VSmart ILS is down			
RFID Detection system must have a Directional Alarm so that staff may immediately see which gate triggered the alarm			
RFID Detection system must have an on-board patron counter that has a ighly visible backlit display; the patron counter must be readable while standing			
RFID Detection system must include an integrated or built-in patron counter that displays patron count for entering (in), exiting (out), and total (both)			
RFID Detection system must integrate with the existing remote mk Solutions LibManager software with the ability to aggregate statistics, provide system status, and push configurations for multiple systems and locations			

**EQUIPMENT LISTING SPECIFICATIONS
PURCHASE ITEMS**

ITEM 0009 DIRECT MOUNT TRIPLE AISLE RFID DETECTION SYSTEM i.e. “SECURITY GATE” TRIPLE AISLE SECURITY GATE MAKE: mk SG-Clear Triple Aisle MODEL: SG-RFID-3TA OR APPROVED EQUAL			
Requirements	YES	NO	List Any Deviation
Clear design to ensure maximum visibility			
System must be configurable to alarm on exit, not entrance			
Must have directional customer counter			
Adjustable audio and visual alarms			
Gate must continue to record and transmit gate count and tag alarm to mk Solutions Lib Manager, even if VSmart ILS is down			
RFID Detection system must have a Directional Alarm so that staff may immediately see which gate triggered the alarm			
RFID Detection system must have a Directional Alarm so that staff may immediately see which gate triggered the alarm			
RFID Detection system must have an on-board patron counter that has a highly visible backlit display; the patron counter must be readable while standing			
RFID Detection system must include an integrated or built-in patron counter that displays patron count for entering (in), exiting (out), and total (both)			
RFID Detection system must integrate with the existing remote mk Solutions LibManager software with the ability to aggregate statistics, provide system status, and push configurations for multiple systems and locations			

**EQUIPMENT LISTING SPECIFICATIONS
PURCHASE ITEMS**

ITEM 0010 DIRECT MOUNT FOUR AISLE RFID DETECTION SYSTEM i.e. "SECURITY GATE" FOUR AISLE SECURITY GATE MAKE: mk SG-Clear Quad Aisle MODEL: SG-RFID-4QA OR APPROVED EQUAL			
Requirements	YES	NO	List Any Deviation
Clear design to ensure maximum visibility			
System must be configurable to alarm on exit, not entrance			
Must have directional customer counter			
Adjustable audio and visual alarms			
Gate must continue to record and transmit gate count and tag alarm to mk Solutions Lib Manager, even if VSmart ILS is down			
RFID Detection system must have a Directional Alarm so that staff may immediately see which gate triggered the alarm.			
RFID Detection system must have an on-board patron counter that has a highly visible backlit display; the patron counter must be readable while standing.			
RFID Detection system must include an integrated or built-in patron counter that displays patron count for entering (in), exiting (out), and total (both).			
RFID Detection system must integrate with the existing remote mk Solutions LibManager software with the ability to aggregate statistics, provide system status, and push configurations for multiple systems and locations.			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0011 INTERIOR RFID CHECK IN SYSTEM WITH RECEIPT PRINTER AND LCD MONITOR MAKE: mk S5T Interior MODEL: RS5T-RFID-INTERIOR OR APPROVED EQUAL			
Requirements:	YES	NO	List Any Deviation
Real-time RFID return system checks items in as they are returned and provides patron with receipt			
Built into the interior circulation return wall; includes scanner, receipt printer, LCD touch screen monitor, and be interoperable with mk Solutions LibManager			
Must be able to connect to existing mk Solutions Auto Material Handling (AMHs) that the Library has installed			
Must be able to process exceptions.			
Must be able to feed directly into the mk Solutions AMH system at all library locations where an AMH is installed. In other locations, the automated book drop will feed into a static bin			
System must be interoperable with mk Solutions LibManager to provide remote monitoring and diagnostics to monitor return rate, troubleshoot and obtain usage statistics. In installations where the Book Drop connects to AMH, notify staff if bin is full. System			

**EQUIPMENT LISTING SPECIFICATIONS
PURCHASE ITEMS**

ITEM 0012 Exterior RFID Check In system with receipt printer and LCD monitor MAKE: mk RS5T Exterior MODEL: RS5T-RFID-EXTERIOR OR APPROVED EQUAL			
Requirements:	YES	NO	List Any Deviation
Real-time RFID return system checks items in as they are returned and provides patron with receipt			
Built into the interior circulation return wall; includes scanner, receipt printer, LCD touch screen monitor, and be interoperable with mk Solutions LibManager			
Must be able to connect to existing mk Solutions AMHs that the Library has installed			
Must be able to process exceptions			
Must be able to feed directly into the mk Solutions AMH system at all library locations where an AMH is installed. In other locations, the automated book drop will feed into a static bin			
System must be interoperable with mk Solutions LibManager to provide remote monitoring and diagnostics to monitor return rate, troubleshoot and obtain usage statistics. In installations where the Book Drop connects to AMH, notify staff if bin is full. System			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0013 CONVEYOR MODULES TO EXTEND PATH FOR RFID AUTOMATED RETURN SYSTEM CONVEYOR MAKE: mk Supply Conveyors L=39" MODEL: SORTER-SUPPLY-S OR APPROVED EQUAL			
Requirements:	YES	NO	List Any Deviation
Staff induction workstation, for real-time check in of materials in the staff workroom			
Must have a reversible belt to allow rejections of specific items based on pre-determined criteria			
Must be able to connect to existing mk Solutions system			
AUTOMATED RETURN: system must connect to Automated RFID Book Drop. See more details under items 0011 and 0012.			
INDUCTION SPEED: AMH Sortation system must accommodate induction speed of 1200 items per direction per hour.			
System shall be configurable to accept most sizes and formats of circulating items: books, audiobooks, CDs, BluRays, DVDs, magazines. System shall be able to handle sets of items. System shall accommodate items as small as .21 inches thick by 4.5 inches by 4.5 inches. System shall accommodate items as large as 3.0 inches thick by 12.5 inches by 13.0 inches.			
Ability to reject items; System shall provide the option to sort unknown items into an exceptions bin.			
AMH system must utilize sweep technology vs pop up diverters to gently and accurately direct items into their appropriate bins. Sweep modules shall have a clear top for safety and viewing of the sweeper.			
NOISE LEVEL: AMH system should not exceed 55 decibels.			
AMH system must be compatible with the library's mk Solutions LibManager system allowing all RFID devices including the AMH to be monitored from one central console.			
System shall have the ability to notify the staff when the system is out of service; able to prompt / notify staff when a bin is missing or when a bin is full.			
System shall be capable of operating in staff areas without causing interference to normal library operations. System shall operate with quiet, sealed electric motors, not air compressors, to control noise and to eliminate introduction of pneumatic hoses and devices. All sorter components shall operate using standard 110V or 220V power. The maximum power required for sorter shall not exceed the normal power available from a standard 110V 1P 60 HZ electrical outlet or 220V 1P 50 Hz electrical outlet.			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0014 CONVEYOR MODULES TO EXTEND PATH FOR RFID AUTOMATED RETURN SYSTEM CONVEYOR MAKE: mk Supply Conveyors L=49" MODEL: SORTER-SUPPLY-M OR APPROVED EQUAL			
Requirements:	YES	NO	List Any Deviation
AUTOMATED RETURN: system must connect to Automated RFID Book Drop. See more details under items 0011 and 0012.			
INDUCTION SPEED: AMH Sortation system must accommodate induction speed of 1200 items per direction per hour.			
The system shall be configurable to accept most sizes and formats of circulating items: books, audiobooks, CDs, BluRays, DVDs, magazines. The system shall be able to handle sets of items. The system shall accommodate items as small as .21 inches thick by 4.5 inches by 4.5 inches. The system shall accommodate items as large as 3.0 inches thick by 12.5 inches by 13.0 inches.			
Ability to reject items; The system shall provide the option to sort unknown items into an exceptions bin.			
The AMH system must utilize sweep technology vs pop up diverters to gently and accurately direct items into their appropriate bins. Sweep modules shall have a clear top for safety and viewing of the sweeper.			
NOISE LEVEL: The AMH system should not exceed 55 decibels.			
The AMH system must be compatible with the library's mk Solutions LibManager system allowing all RFID devices including the AMH to be monitored from one central console.			
The system shall have the ability to notify the staff when the system is out of service. The system shall have a prompt to notify staff when a bin is missing or when a bin is full.			
The system shall be capable of operating in staff areas without causing interference to normal library operations. The system shall operate with quiet, sealed electric motors, not air compressors, to control noise and to eliminate introduction of pneumatic hoses and devices. All sorter components shall operate using standard 110V or 220V power. The maximum power required for sorter shall not exceed the normal power available from a standard 110V 1P 60 HZ electrical outlet or 220V 1P 50 Hz electrical outlet.			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0015 CONVEYOR MODULES TO EXTEND PATH FOR RFID AUTOMATED RETURN SYSTEM CONVEYOR MAKE: mk Supply Conveyors L=59" MODEL: SORTER-SUPPLY-L OR APPROVED EQUAL			
Requirements:	YES	NO	List Any Deviation
Staff induction workstation, for real-time check in of materials in the staff workroom			
Must have a reversible belt to allow rejections of specific items based on pre-determined criteria			
Must be able to connect to existing mk Solutions system			
AUTOMATED RETURN: system must connect to Automated RFID Book Drop. See more details under items 0011 and 0012.			
INDUCTION SPEED: AMH Sortation system must accommodate induction speed of 1200 items per direction per hour.			
System shall be configurable to accept most sizes and formats of circulating items: books, audiobooks, CDs, BluRays, DVDs, magazines. System shall be able to handle sets of items. System shall accommodate items as small as .21 inches thick by 4.5 inches by 4.5 inches. System shall accommodate items as large as 3.0 inches thick by 12.5 inches by 13.0 inches.			
Ability to reject items; System shall provide the option to sort unknown items into an exceptions bin.			
AMH system must utilize sweep technology vs pop up diverters to gently and accurately direct items into their appropriate bins. Sweep modules shall have a clear top for safety and viewing of the sweeper.			
NOISE LEVEL: AMH system should not exceed 55 decibels.			
AMH system must be compatible with the library's mk Solutions LibManager system allowing all RFID devices including the AMH to be monitored from one central console.			
System shall have the ability to notify the staff when the system is out of service; able to prompt / notify staff when a bin is missing or when a bin is full.			
System shall be capable of operating in staff areas without causing interference to normal library operations. System shall operate with quiet, sealed electric motors, not air compressors, to control noise and to eliminate introduction of pneumatic hoses and devices. All sorter components shall operate using standard 110V or 220V power. The maximum power required for sorter shall not exceed the normal power available from a standard 110V 1P 60 HZ electrical outlet or 220V 1P 50 Hz electrical outlet.			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0016 CONVEYOR MODULES TO EXTEND PATH FOR RFID AUTOMATED RETURN SYSTEM CONVEYOR MAKE: mk Supply Conveyors L=78" MODEL: SORTER-SUPPLY-XL OR APPROVED EQUAL			
Requirements:	YES	NO	List Any Deviation
AUTOMATED RETURN: system must connect to Automated RFID Book Drop. See more details under items 0011 and 0012.			
INDUCTION SPEED: AMH Sortation system must accommodate induction speed of 1200 items per direction per hour.			
The system shall be configurable to accept most sizes and formats of circulating items: books, audiobooks, CDs, BluRays, DVDs, magazines. The system shall be able to handle sets of items. The system shall accommodate items as small as .21 inches thick by 4.5 inches by 4.5 inches. The system shall accommodate items as large as 3.0 inches thick by 12.5 inches by 13.0 inches.			
Ability to reject items; The system shall provide the option to sort unknown items into an exceptions bin.			
The AMH system must utilize sweep technology vs pop up diverters to gently and accurately direct items into their appropriate bins. Sweep modules shall have a clear top for safety and viewing of the sweeper.			
NOISE LEVEL: The AMH system should not exceed 55 decibels.			
The AMH system must be compatible with the library's mk Solutions LibManager system allowing all RFID devices including the AMH to be monitored from one central console.			
The system shall have the ability to notify the staff when the system is out of service. The system shall have a prompt to notify staff when a bin is missing or when a bin is full.			
The system shall be capable of operating in staff areas without causing interference to normal library operations. The system shall operate with quiet, sealed electric motors, not air compressors, to control noise and to eliminate introduction of pneumatic hoses and devices. All sorter components shall operate using standard 110V or 220V power. The maximum power required for sorter shall not exceed the normal power available from a standard 110V 1P 60 HZ electrical outlet or 220V 1P 50 Hz electrical outlet.			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0017 RFID AUTOMATED RETURN SYSTEM WITH 3 BIN SORTER MAKE: mk 3-bin Sorter (dual sided) MODEL: SORTER-3-WAY OR APPROVED EQUAL			
Requirements:	YES	NO	List Any Deviation
AUTOMATED RETURN: system must connect to Automated RFID Book Drop. See more details under items 0011 and 0012.			
INDUCTION SPEED: AMH Sortation system must accommodate induction speed of 1200 items per direction per hour.			
The system shall be configurable to accept most sizes and formats of circulating items: books, audiobooks, CDs, BluRays, DVDs, magazines. The system shall be able to handle sets of items. The system shall accommodate items as small as .21 inches thick by 4.5 inches by 4.5 inches. The system shall accommodate items as large as 3.0 inches thick by 12.5 inches by 13.0 inches.			
Ability to reject items; The system shall provide the option to sort unknown items into an exceptions bin.			
The AMH system must utilize sweep technology vs pop up diverters to gently and accurately direct items into their appropriate bins. Sweep modules shall have a clear top for safety and viewing of the sweeper.			
NOISE LEVEL: The AMH system should not exceed 55 decibels.			
The AMH system must be compatible with the library's mk Solutions LibManager system allowing all RFID devices including the AMH to be monitored from one central console.			
The system shall have the ability to notify the staff when the system is out of service. The system shall have a prompt to notify staff when a bin is missing or when a bin is full.			
The system shall be capable of operating in staff areas without causing interference to normal library operations. The system shall operate with quiet, sealed electric motors, not air compressors, to control noise and to eliminate introduction of pneumatic hoses and devices. All sorter components shall operate using standard 110V or 220V power. The maximum power required for sorter shall not exceed the normal power available from a standard 110V 1P 60 HZ electrical outlet or 220V 1P 50 Hz electrical outlet.			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0018 BINS/TOTES FOR SORTER SYSTEM MAKE: mk Book Bin, size 700x700mm MODEL: BOOK-BIN-700-700 OR APPROVED EQUAL			
Requirements:	YES	NO	List Any Deviation
Staff induction workstation, for real-time check in of materials in the staff workroom			
Must have a reversible belt to allow rejections of specific items based on pre-determined criteria			
Must be able to connect to existing mk Solutions system			
AUTOMATED RETURN: system must connect to Automated RFID Book Drop. See more details under items 0011 and 0012.			
INDUCTION SPEED: AMH Sortation system must accommodate induction speed of 1200 items per direction per hour.			
System shall be configurable to accept most sizes and formats of circulating items: books, audiobooks, CDs, BluRays, DVDs, magazines. System shall be able to handle sets of items. System shall accommodate items as small as .21 inches thick by 4.5 inches by 4.5 inches. System shall accommodate items as large as 3.0 inches thick by 12.5 inches by 13.0 inches.			
Ability to reject items; System shall provide the option to sort unknown items into an exceptions bin.			
AMH system must utilize sweep technology vs pop up diverters to gently and accurately direct items into their appropriate bins. Sweep modules shall have a clear top for safety and viewing of the sweeper.			
NOISE LEVEL: AMH system should not exceed 55 decibels.			
AMH system must be compatible with the library's mk Solutions LibManager system allowing all RFID devices including the AMH to be monitored from one central console.			
System shall have the ability to notify the staff when the system is out of service; able to prompt / notify staff when a bin is missing or when a bin is full.			
System shall be capable of operating in staff areas without causing interference to normal library operations. System shall operate with quiet, sealed electric motors, not air compressors, to control noise and to eliminate introduction of pneumatic hoses and devices. All sorter components shall operate using standard 110V or 220V power. The maximum power required for sorter shall not exceed the normal power available from a standard 110V 1P 60 HZ electrical outlet or 220V 1P 50 Hz electrical outlet.			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0019 RFID STAFF INDUCTION WORKSTATION MAKE: mk Staff Induction MODEL: STIN-RFID-INTERIOR OR APPROVED EQUAL			
Requirements:	YES	NO	List Any Deviation
AUTOMATED RETURN: system must connect to Automated RFID Book Drop. See more details under items 0011 and 0012.			
INDUCTION SPEED: AMH Sortation system must accommodate induction speed of 1200 items per direction per hour.			
The system shall be configurable to accept most sizes and formats of circulating items: books, audiobooks, CDs, BluRays, DVDs, magazines. The system shall be able to handle sets of items. The system shall accommodate items as small as .21 inches thick by 4.5 inches by 4.5 inches. The system shall accommodate items as large as 3.0 inches thick by 12.5 inches by 13.0 inches.			
Ability to reject items; The system shall provide the option to sort unknown items into an exceptions bin.			
The AMH system must utilize sweep technology vs pop up diverters to gently and accurately direct items into their appropriate bins. Sweep modules shall have a clear top for safety and viewing of the sweeper.			
NOISE LEVEL: The AMH system should not exceed 55 decibels.			
The AMH system must be compatible with the library's mk Solutions LibManager system allowing all RFID devices including the AMH to be monitored from one central console.			
The system shall have the ability to notify the staff when the system is out of service. The system shall have a prompt to notify staff when a bin is missing or when a bin is full.			
The system shall be capable of operating in staff areas without causing interference to normal library operations. The system shall operate with quiet, sealed electric motors, not air compressors, to control noise and to eliminate introduction of pneumatic hoses and devices. All sorter components shall operate using standard 110V or 220V power. The maximum power required for sorter shall not exceed the normal power available from a standard 110V 1P 60 HZ electrical outlet or 220V 1P 50 Hz electrical outlet.			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0020 HANDHELD INVENTORY DEVICE SYSTEM MAKE: mk Handheld all-in-one, Nordic ID hardware MODEL: HH-ALL-IN-ONE *** OR APPROVED EQUAL			
Requirements:	YES	NO	List Any Deviation
Portable hand held reader must accommodate data collection simultaneously with other functions including shelf reading, identifying items on search lists, and items with incorrect security.			
SHELF ORDER DETECTION: Handheld reader must accommodate Shelf Order Checking to locate items that are out of place on library shelves. This capability must be sensitive enough to locate items that are out of place by as little as 5 inches.			
SEARCH LIST CAPABILITES: Handheld reader must accommodate searching to identify items on multiple, user defined search lists (e.g. Missing, Claims Return, Lost, Invoiced, Long Overdue, etc.). The handheld reader must direct the user to items on "pull lists" and keep track of items which have been found and which have not been found.			
SECURITY STATUS DETECTION: System must be able to identify items with incorrect security status and change the status on these items to "sensitized" or "desensitized" on items that are not completely checked in or out.			
The portable hand-held device must simultaneously manage and accommodate data collection and storage. Devices must allow storage of up to 3 million item transactions before uploading.			
FINDING: The portable hand-held device system must accommodate to allow the user to quickly enter search criteria directly into the device, then search for items which meet the criteria. It must display the title of the item on the device.			
DESIGN: The portable hand-held device system must be cordless, one piece, and ergonomically designed to be held and operated with one hand. It must not require a laptop/ PC connection while in use. The battery shall have a 6 hour life minimum before recharge.			
WEIGHT: Total weight of the portable hand-held reader must be less than 28 ounces, including battery, RFID reader, antenna, display and computing unit, and any other components that must be carried by the user.			

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEM 0021 EQUIPMENT INSTALLATION AND TRAINING

Vendor is responsible for delivering equipment to each specified location within the EBRPL system. Vendor must install the system. Vendor cleans up the installation area upon completion and removes all packing materials.

Consulting services for site preparation:

Vendor must provide specifications or shop drawings and technical advice for the installation of the data lines, so the City will know what needs to be installed and where to install it.

Vendor must provide all installation and project management, including site inspections and pre-installation or technical drawings, diagrams and specifications to insure that this is a turn-key project.

Vendor will be responsible for providing technical drawings and specifications for installation of power and data for the RFID gates and for AMH systems, including, but not limited to:

- Installation of conduit for data and power (if necessary)
- Shop drawings and technical specifications of gates and AMH systems according to the proposed installation
- Specifications for data and power requirements for gates and AMH systems
- Specifications for modifications of power supplies, if needed

Library staff must be trained on the use of all equipment and given written and online instruction and documentation.

ITEM 0022 REMOVAL AND MOVING

Vendor must remove equipment as requested for construction projects and move/deliver to designated storage area. Hourly estimate must include mileage and all other transportation costs. (Mileage Chart Attachment B) Vendor must provide all packing materials to protect machinery sufficient for the move and duration of the storage period. Vendor must clean up area upon completion of the removal of the equipment.

Vendor must provide enough manpower to execute the move and removal of all requested items. The library will provide the vendor with as much advanced notice as possible, typically between 2-6 weeks. The work will be coordinated by library staff, with vendor appointed representative. The removal must not disrupt normal library operations and scheduled for a mutually agreed upon time. Library staff will ensure that the vendor representatives have access to the building and equipment.

MILEAGE CHART

	MAIN	BAK	BBR	CAR	CEN	DGB	EDE	FAI	GSR	JCR	PRI	RCB	SCO	ZAC	3434 NORTH	415 N. 15 th	9000 AIRLINE
MAIN		14	7	5	10	6	3	4.9	5	8	26	5	9	20.3	4	5.1	1.3
BAK	14		21	12	10.5	8	11	16.7	14.5	23	17.9	12	5.5	6.2	11.4	11.5	12.7
BBR	7	21		7.5	16.3	15	10	8.6	15	8	32.1	10.5	16.5	28.2	8.9	10.3	6.7
CAR	5	12	7.5		14.7	4	4	10	10	12	29.6	1	8	20	2.6	1.7	6.5
CEN	10	10.5	16.3	14.7		8	9.3	12	6.8	14.7	15.2	14.3	8.5	15.2	10.8	11.8	8.7
DGB	6	8	15	4	8		3	10.1	8	13	21.7	5.5	2	15.5	4.5	4.6	6.4
EDE	3	11	10	4	9.3	3		8.4	6	10.5	25.4	3.5	5	17.9	2.7	3.2	4.5
FAI	4.9	16.7	8.6	10	12	10.1	8.4		5.1	5.1	22.3	10.9	11.9	23.1	8.3	9.3	4.1
GSR	5	14.5	15	10	6.8	8	6	5.1		9	19.6	9.5	9	21.2	8.3	9.8	5.0
JCR	8	23	8	12	14.7	13	10.5	5.1	9		27.5	12.5	14	26.4	10.9	12.8	6.7
PRI	26	17.9	32.1	29.6	15.2	21.7	25.4	22.3	19.6	27.5		29.1	22.2	15.5	24	27	21.9
RCB	5	12	10.5	1	14.3	5.5	3.5	10.9	9.5	12.5	29.1		7	19.6	2.1	1.1	6.6
SCO	9	5.5	16.5	8	8.5	2	5	11.9	9	14	22.2	7		12.1	6.5	6.6	7.8
ZAC	20.3	6.2	28.2	20	15.2	15.5	17.9	23.1	21.2	26.4	15.5	19.6	12.1		17.5	17.7	18.8
3434 North	4	11.4	8.9	2.6	10.8	4.5	2.7	8.3	8.3	10.9	24	2.1	6.5	17.5		1.4	5.0
415 N. 15 th	5.1	11.5	10.3	1.7	11.8	4.6	3.2	9.3	9.8	12.8	27	1.1	6.6	17.7	1.4		5.4
9000 Airline	1.3	12.7	6.7	6.5	8.7	6.4	4.5	4.1	5.0	6.7	21.9	6.6	7.8	18.8	5.0	5.4	

EQUIPMENT LISTING SPECIFICATIONS PURCHASE ITEMS

ITEMS 0023 THRU 60 SERVICE LEVEL AGREEMENT REQUIREMENTS (ITEMS 0023 – 0041 & 0042 – 0060)

All items must include initial training and 12 month warranty and service agreement that includes all non-consumable materials.

The vendor must propose a service level agreement that provides preventative maintenance, online and phone support for software and equipment, discount on replacement parts and onsite support/labor including travel expenses.

The contractor will provide maintenance services as needed during the Library's normal working hours, except on City holidays, to keep the equipment in good working order. The EBRP Library system has branches which may operate as late as 10 pm Monday through Friday and from 8 am to 6 pm on Saturdays and 2 pm to 10 pm on Sundays.

City/Parish/Library Holidays Observed: New Year's Day, Martin Luther King Jr. Day, Mardi Gras (Fat Tuesday), Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day

Vendor shall provide the option to purchase critical spare parts for use and storage onsite. These parts shall be determined from the current equipment list that the library has installed and the vendor. There shall be an option to add additional critical spare parts to the kit based on additional equipment purchased.

EQUIPMENT WARRANTY AND MAINTENANCE

Pricing must include at least a One (1) Year Warranty and Maintenance as spelled out below. The vendor must provide an all-inclusive 12-month warranty on equipment, software, and components and offer a maintenance / service contract thereafter.

EQUIPMENT PERFORMANCE

Each piece of RFID equipment and feature supplied by the successful bidder will be expected to perform their intended functions, operate satisfactorily, and produce reports/data of acceptable quality for a minimum of 95% of the available work time. A Life Cycle estimate on all proposed equipment is requested.

Any piece of RFID equipment or feature that does not meet the 95% measurement for any thirty (30) consecutive days (weekends included) while covered by maintenance will be replaced with another piece of RFID equipment of like capabilities which meets the approval of the City. Such replacement will be made within three (7) working days from the date of notification to Contractor and at no cost to the City.

SERVICE CALLS

Service calls cost is included in the Service Level Agreement. The Library is open up to 84 hours per week and calls may be placed any day and at any time; vendor must respond within 2 hours of non-emergency situations and 1 hour for emergencies. Vendor must provide contacts and names of local (in-state or within 200 miles) RFID trained technicians. A technician should be dispatched when warranted by the following business day. Technicians must be supplied with fully stocked vans with all US replacement parts. The Library must receive an on-site service call within 6 hours during Library business hours.

Technicians shall be centrally dispatched.

The Library shall be able to request service on a **24-hour basis by submitting a request online, by email, or via a local or toll free 800 number**. The vendor must have a support ticketing system that allows for EBRPL Library staff to request escalation of tickets for emergency situations.

Preventive maintenance will be performed in accordance with the manufacturer's specifications.

The contractor will have an adequate inventory of spare parts immediately available for repairs and keep all equipment operating at least 90% of the available work time. Repairs should be completed on the first visit. In a situation where the delivery of an out-of-stock part is anticipated to take more than two business days, the contractor will immediately provide a temporary backup piece of RFID equipment of similar specifications at no charge to the City.

All maintenance will be performed by trained technicians. The contractor must furnish, install, and maintain all equipment in accordance with manufacturer's specifications. Each vendor should complete the Service Technician Listing below. If not included with the bid this information must be submitted upon request from the Purchasing department within 7 days.

Repeated service calls for the same recurring problems will not be tolerated by the City. If the contractor's service technician fails to repair successfully a serious recurring problem for the third time, the City may have the equipment replaced and not pay any removal charge. If the City selects to have the equipment immediately replaced with another unit in good working order of comparable capabilities, then the following provisions apply:

- a. Proposed replacement unit must meet the approval of the department and City Purchasing.
- b. Contractor will bear the cost for the removal of the original equipment and the cost for delivery of the replacement unit.
- c. If the equipment is replaced, the service contract will remain the same as on original equipment.
- d. The cost of the replacement unit will not exceed the cost of the original unit. In order to meet the needs of the City's operations which run for 24 hours, the contractor's service department must have an answering service or device to record service calls in the priority in which they are made after normal business hours, on weekends, and on holidays.

Right to Replace Products & Product Discontinuance:

In the event the manufacturer discontinues or replaces a product, Vendor may request the Library substitute a new product or model on the contract. The Library may allow the Vendor to provide a substitute product, upon confirmation that the product has been discontinued and if the replacement product meets all of the required technical specifications described in this ITB. Pricing for such a product replacement or substitute must be the same discount rate as provided to the Library on the original product.

RFID TAG WARRANTY

The circulation RFID tags must be guaranteed to be effective for the life of the item to which they are originally affixed and, if found to be defective, they must be replaced at no cost to the Library.

The Vendor shall warrant all materials and workmanship delivered under any resulting purchase order or contract to be free (in excess of a 3% failure rate) from defects, damage or failure for any reason whatsoever which the City may reasonably determine is the responsibility of the Vendor, for a minimum of one year after the date of final acceptance and without cost to the Library any other costs except where longer periods of warranty of guarantees are specified.

ITEMS 0061 THRU 0098 SOFTWARE SUBSCRIPTION AGREEMENT (ITEMS 0061 – 0079 and ITEMS 0080 – 0098)

Must be renewable on an annual basis.

The Software Service Agreement must include remote maintenance for expert technical consultation and software support.

The software subscription must cover the library's existing equipment and all additional purchases from awarded vendor. Software patches and service pack releases must be supplied at no additional charge to the Library. Must be renewable on an annual basis.

**PRICING SHEET
ITEMS FOR 36 MONTH CONTRACT**

Prices must include any shipping and handling

All items in this list must have firm guarantee pricing for 36 months

*** THIS HAS BEEN DEEMED AND APPROVED AS A PROPRIETARY BID***

*** ALL ITEMS BID MUST BE THE BRAND AND MODEL NUMBER SHOWN***

Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0001	ISO RFID Tags Make: mk RFID Tags 3x2" Model : TAG32-X2-ID or approved equal State Make / Model Bid: _____	900,000	Each	\$_____	\$_____
0002	RFID Self Service Check Out Unit for desktop Make: mk SC1 Kiosk Model:SC1-UL-FH-BC-RB-RF-LBM-WI-W4-00 or approved equal State Make / Model Bid: _____	1	Each	\$_____	\$_____
0003	Additional RFID Self Service Check-Out Unit/Kiosk Make: mk SC1 Table Top Model: SC1-UL-TT-BC-RB-RF-LBM-WI-W4-00 or approved equal State Make / Model Bid: _____	11	Each	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

**PRICING SHEET
ITEMS FOR 36 MONTH CONTRACT**

Prices must include any shipping and handling

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*** THIS HAS BEEN DEEMED AND APPROVED AS A PROPRIETARY BID***

*** ALL ITEMS BID MUST BE THE BRAND AND MODEL NUMBER SHOWN***

Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0004	Payment System with Credit/Debit card reader and fines processing system for each RFID Self Service Check Out Unit or Kiosk Make: mk Card Payment Unit, Ingenico iSC 250 hardware Model: CASHLESS-PAYMENT-GOVOLUTION-US or approved equal State Make / Model Bid: _____	12	Each	\$ _____	\$ _____
0005	RFID Disc Media Unlocking Device Make; mk Case Unlocker Model: MD2000 Or approved equal State Make / Model Bid: _____	12	Each	\$ _____	\$ _____
0006	Staff Circulation Workstation with conversion software and pad Make: mk Staff Station Model: SS-RFID-PAD-FO Or approved equal State Make / Model Bid: _____	15	Each	\$ _____	\$ _____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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*** THIS HAS BEEN DEEMED AND APPROVED AS A PROPRIETARY BID***

*** ALL ITEMS BID MUST BE THE BRAND AND MODEL NUMBER SHOWN***

Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0007	Additional Security Gates Direct Mount Single Aisle RFID Detection System i.e. "Security Gate" Make: mk SG-Clear Single Aisle Model: SG-RFID-1SA Or approved equal State Make / Model Bid: _____	1	Each	\$ _____	\$ _____
0008	Additional Security Gates Direct Mount Double Aisle RFID Detection System i.e. "Security Gate" Make: mk SG-Clear Dual Aisle Model: SG-RFID-2DA Or approved equal State Make / Model Bid: _____	1	Each	\$ _____	\$ _____
0009	Additional Security Gates Direct Mount Triple Aisle RFID Detection System i.e. "Security Gate" Make: mk SG-Clear Triple Aisle Model: SG-RFID-3TA Or approved equal State Make / Model Bid: _____	1	Each	\$ _____	\$ _____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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ITEMS FOR 36 MONTH CONTRACT**

Prices must include any shipping and handling

All items in this list must have firm guarantee pricing for 36 months

*** THIS HAS BEEN DEEMED AND APPROVED AS A PROPRIETARY BID***

*** ALL ITEMS BID MUST BE THE BRAND AND MODEL NUMBER SHOWN***

Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0010	Additional Security Gates Direct Mount Four Aisle RFID Detection System i.e. "Security Gate" Make: mk SG-Clear Quad Aisle Model: SG-RFID-4QA Or approved equal State Make / Model Bid: _____	1	Each	\$ _____	\$ _____
0011	Interior RFID Check In system with receipt printer and LCD monitor Make: mk S5T Interior Model: RS5T-RFID-INTERIOR Or approved equal State Make / Model Bid: _____	1	Each	\$ _____	\$ _____
0012	Exterior RFID Check In system with receipt printer and LCD monitor Make: mk RS5T Exterior Model: RS5T-RFID-EXTERIOR Or approved equal State Make / Model Bid: _____	1	Each	\$ _____	\$ _____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

PRICING SHEET
ITEMS FOR 36 MONTH CONTRACT

Prices must include any shipping and handling

All items in this list must have firm guarantee pricing for 36 months

*** THIS HAS BEEN DEEMED AND APPROVED AS A PROPRIETARY BID***

*** ALL ITEMS BID MUST BE THE BRAND AND MODEL NUMBER SHOWN***

Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0013	Conveyor Modules to extend path for RFID Automated Return system conveyor Make: mk Supply Conveyors L=39" Model: SORTER-SUPPLY-S Or approved equal State Make / Model Bid: 	1	Per Meter	\$_____	\$_____
0014	Conveyor Modules to extend path for RFID Automated Return system conveyor Make: mk Supply Conveyors L=49" Model: SORTER-SUPPLY-M Or approved equal State Make / Model Bid: 	1	Per Meter	\$_____	\$_____
0015	Conveyor Modules to extend path for RFID Automated Return system conveyor Make: mk Supply Conveyors L=59" Model: SORTER-SUPPLY-L Or approved equal State Make / Model Bid: 	1	Per Meter	\$_____	\$_____
0016	Conveyor Modules to extend path for RFID Automated Return system conveyor Make: mk Supply Conveyors L=78" Model: SORTER-SUPPLY-XL Or approved equal State Make / Model Bid: 	1	Per Meter	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

**PRICING SHEET
ITEMS FOR 36 MONTH CONTRACT**

Prices must include any shipping and handling

All items in this list must have firm guarantee pricing for 36 months

*** THIS HAS BEEN DEEMED AND APPROVED AS A PROPRIETARY BID***

*** ALL ITEMS BID MUST BE THE BRAND AND MODEL NUMBER SHOWN***

Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0017	RFID Automated return system with 3 bin sorter Make: mk 3-bin Sorter (dual sided) model: SORTER-3-WAY Or approved equal State Make / Model Bid: _____	1	Each	\$_____	\$_____
0018	Bins/Totes for Sorter System Make: mk Book Bin, size 700x700mm Model: BOOK-BIN-700-700 Or approved equal State Make / Model Bid: _____	1	Each	\$_____	\$_____
0019	RFID Staff Induction workstation Make: mk Staff Induction Model: STIN-RFID-INTERIOR Or approved equal State Make / Model Bid: _____	1	Each	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

**PRICING SHEET
ITEMS FOR 36 MONTH CONTRACT**

Prices must include any shipping and handling

All items in this list must have firm guarantee pricing for 36 months

*** THIS HAS BEEN DEEMED AND APPROVED AS A PROPRIETARY BID***

*** ALL ITEMS BID MUST BE THE BRAND AND MODEL NUMBER SHOWN***

Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0020	Handheld Inventory Device system Make: mk Handheld all-in-one, Nordic ID hardware Model: HH-ALL-IN-ONE *** Or approved equal State Make / Model Bid: _____	1	Each	\$ _____	\$ _____
0021	Equipment Installation and Training	1	Per hour	\$ _____	\$ _____
0022	Removal and Moving	1	Per Hour	\$ _____	\$ _____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

**PRICING SHEET
ITEMS FOR 36 MONTH CONTRACT**

Prices must include any shipping and handling

All items in this list must have firm guarantee pricing for 36 months

*** THIS HAS BEEN DEEMED AND APPROVED AS A PROPRIETARY BID***

*** ALL ITEMS BID MUST BE THE BRAND AND MODEL NUMBER SHOWN***

Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0023	Service Level Agreement for all equipment currently installed for mk Solutions Handheld all-in-one, Nordic ID hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0024	Service Level Agreement for all equipment currently installed for mk Solutions Supply Conveyors hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0025	Service Level Agreement for all equipment currently installed for mk Solutions RS5/RS5T with 3-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0026	Service Level Agreement for all equipment currently installed for mk Solutions RS5/RS5T with 5-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0027	Service Level Agreement for all equipment currently installed for mk Solutions RS5/RS5T with 7-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0028	Service Level Agreement for all equipment currently installed for mk Solutions RS5/RS5T with 9-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0029	Service Level Agreement for all equipment currently installed for mk Solutions SC1 Kiosk hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0030	Service Level Agreement for all equipment currently installed for mk Solutions SC1 Table Top hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0031	Service Level Agreement for all equipment currently installed for mk Solutions SG-Clear Single Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0032	Service Level Agreement for all equipment currently installed for mk Solutions SG-Clear Dual Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0033	Service Level Agreement for all equipment currently installed for mk Solutions SG-Clear Triple Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0034	Service Level Agreement for all equipment currently installed for mk Solutions SG-Clear Quad Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0035	<p>Service Level Agreement for all equipment currently installed for mk Solutions Book Bin, size 700x700 or Mk Solutions Book Bin, size 700x900mm hardware or approved equal</p> <p>State Make / Model Bid:</p> <p>_____</p>	1	Annual	\$_____	\$_____
0036	<p>Service Level Agreement for all equipment currently installed for mk Solutions Card Payment Unit, Ingenico iSC 250 hardware hardware or approved equal</p> <p>State Make / Model Bid:</p> <p>_____</p>	1	Annual	\$_____	\$_____
0037	<p>Service Level Agreement for all equipment currently installed for mk Solutions Staff Station hardware or approved equal</p> <p>State Make / Model Bid:</p> <p>_____</p>	1	Annual	\$_____	\$_____
0038	<p>Service Level Agreement for all equipment currently installed for mk Solutions Case Unlocker hardware or approved equal</p> <p>State Make / Model Bid:</p> <p>_____</p>	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0039	Service Level Agreement for all equipment currently installed for mk Solutions RS5 – interior or Mk Solutions RS5T – interior hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0040	Service Level Agreement for all equipment currently installed for mk Solutions RS5 – exterior or Mk Solutions RS5T – exterior hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0041	Service Level Agreement for all equipment currently installed for mk Solutions Staff Induction Station hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0042	Service Level Agreement after warranty period for new purchases for mk Solutions Handheld all-in-one, Nordic ID hardware hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0043	Service Level Agreement after warranty period for new purchases for Mk Solutions Supply Conveyors hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0044	Service Level Agreement after warranty period for new purchases for Mk Solutions RS5/RS5T with 3-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0045	Service Level Agreement after warranty period for new purchases for Mk Solutions RS5/RS5T with 5-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0046	Service Level Agreement after warranty period for new purchases for mk Solutions RS5/RS5T with 7-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

PRICING SHEET
ITEMS FOR 36 MONTH CONTRACT

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0047	Service Level Agreement after warranty period for new purchases for mk Solutions RS5/RS5T with 9-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0048	Service Level Agreement after warranty period for new purchases for mk Solutions SC1 Kiosk hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0049	Service Level Agreement after warranty period for new purchases for mk Solutions SC1 Table Top hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0050	Service Level Agreement after warranty period for new purchases for mk Solutions SG-Clear Single Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0051	Service Level Agreement after warranty period for new purchases for mk Solutions SG-Clear Dual Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0052	Service Level Agreement after warranty period for new purchases for mk Solutions SG-Clear Triple Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0053	Service Level Agreement after warranty period for new purchases for mk Solutions SG-Clear Quad Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0054	Service Level Agreement after warranty period for new purchases for mk Solutions Book Bin, size 700x700 or Mk Solutions Book Bin, size 700x900mm hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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ITEMS FOR 36 MONTH CONTRACT**

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0055	Service Level Agreement after warranty period for new purchases for mk Solutions Card Payment Unit, Ingenico iSC 250 hardware hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0056	Service Level Agreement after warranty period for new purchases for mk Solutions Staff Station hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0057	Service Level Agreement after warranty period for new purchases for mk Solutions Case Unlocker hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0058	Service Level Agreement after warranty period for new purchases for mk Solutions RS5 – interior or Mk Solutions RS5T – interior hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0059	Service Level Agreement after warranty period for new purchases for mk Solutions RS5 – exterior or Mk Solutions RS5T – exterior hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0060	Service Level Agreement after warranty period for new purchases for mk Solutions Staff Induction Station hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0061	Software subscription fees for all currently installed equipment For mk Solutions Handheld all-in-one, Nordic ID hardware hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0062	Software subscription fees for all currently installed equipment For mk Solutions Supply Conveyors hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0063	Software subscription fees for all currently installed equipment For mk Solutions RS5/RS5T with 3-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0064	Software subscription fees for all currently installed equipment For mk Solutions RS5/RS5T with 5-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0065	Software subscription fees for all currently installed equipment For mk Solutions RS5/RS5T with 7-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0066	Software subscription fees for all currently installed equipment For mk Solutions RS5/RS5T with 9-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0067	Software subscription fees for all currently installed equipment For mk Solutions SC1 Kiosk hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0068	Software subscription fees for all currently installed equipment For mk Solutions SC1 Table Top hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0069	Software subscription fees for all currently installed equipment For mk Solutions SG-Clear Single Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0070	Software subscription fees for all currently installed equipment For mk Solutions SG-Clear Dual Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0071	Software subscription fees for all currently installed equipment For mk Solutions SG-Clear Triple Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0072	Software subscription fees for all currently installed equipment For mk Solutions SG-Clear Quad Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0073	Software subscription fees for all currently installed equipment For mk Solutions Book Bin, size 700x700 or Mk Solutions Book Bin, size 700x900mm hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0074	Software subscription fees for all currently installed equipment For mk Solutions Card Payment Unit, Ingenico iSC 250 hardware hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0075	Software subscription fees for all currently installed equipment For mk Solutions Staff Station hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0076	Software subscription fees for all currently installed equipment For mk Solutions Case Unlocker hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0077	Software subscription fees for all currently installed equipment For mk Solutions RS5 – interior or Mk Solutions RS5T – interior hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0078	Software subscription fees for all currently installed equipment For mk Solutions RS5 – exterior or Mk Solutions RS5T – exterior hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0079	Software subscription fees for all currently installed equipment For mk Solutions Staff Induction Station hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0080	Software subscription fees for all new purchases for mk Solutions Handheld all-in-one, Nordic ID hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0081	Software subscription fees for all new purchases for mk Solutions Supply Conveyors hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0082	Software subscription fees for all new purchases for mk Solutions RS5/RS5T with 3-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0083	Software subscription fees for all new purchases for mk Solutions RS5/RS5T with 5-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0084	Software subscription fees for all new purchases for mk Solutions RS5/RS5T with 7-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0085	Software subscription fees for all new purchases for mk Solutions RS5/RS5T with 9-bin Sorter hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0086	Software subscription fees for all new purchases for mk Solutions SC1 Kiosk hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0087	Software subscription fees for all new purchases for mk Solutions SC1 Table Top hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0088	Software subscription fees for all new purchases for mk Solutions SG-Clear Single Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0089	Software subscription fees for all new purchases for mk Solutions SG-Clear Dual Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0090	Software subscription fees for all new purchases for mk Solutions SG-Clear Triple Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0091	Software subscription fees for all new purchases for mk Solutions SG-Clear Quad Aisle hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0092	Software subscription fees for all new purchases for mk Solutions Book Bin, size 700x900mm hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0093	Software subscription fees for all new purchases for mk Solutions Card Payment Unit, Ingenico iSC 250 hardware hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0094	Software subscription fees for new purchases for mk Solutions Staff Station hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0095	Software subscription fees for all new purchases for mk Solutions Case Unlocker hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0096	Software subscription fees for all new purchases for mk Solutions RS5 – interior or Mk Solutions RS5T – interior hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

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Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
0097	Software subscription fees for all new purchases for mk Solutions RS5 – exterior or Mk Solutions RS5T – exterior hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____
0098	Software subscription fees for all new purchases for mk Solutions Staff Induction Station hardware or approved equal State Make / Model Bid: _____	1	Annual	\$_____	\$_____

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work.

**BIDDER'S ORGANIZATION
BIDDER IS:**

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID.

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM.

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____ a corporation organized under the laws of the State of _____ and domiciled in _____ was held this day of _____, 20____ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the _____ day of _____, 20____, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This _____ day of _____, 20____.

SECRETARY

AGREEMENT (sample)

THIS AGREEMENT, made and entered into at Baton Rouge, Louisiana, effective this _____ day of _____, 20____, by and between the City of Baton Rouge and Parish of East Baton Rouge (hereinafter called "Owner") and _____ (hereinafter called "Contractor").

The Contractor shall perform all work required by the Contract Documents for the following services:

Annual Contract Number _____

Contract Period _____

1. The following Contract Documents are all hereby made a part of this Agreement to the same extent as if incorporated herein in full:
 - A. The Contractor's Proposal with all attachments.
 - B. The Specifications and
 - C. The following enumerated addenda: _____
2. No amendment to this Contract shall be made except upon the written consent of the parties.
3. Insurance and Indemnity requirements shall conform to those stated in the specifications.
4. Contractor shall be paid an amount based on the following:

Unit prices will be included and attached at award of contract in an EXHIBIT A
5. RIGHT TO AUDIT: The contractor shall permit the authorized representative of the City-Parish to Periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
6. Payment terms for services will be Net 30 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first written above

WITNESS:

**CITY OF BATON ROUGE
AND PARISH OF EAST BATON ROUGE
OWNER**

-

By _____
Sharon Weston Broome
Title: Mayor President

CONTRACTOR

WITNESS:

By _____
(Signature)

(Typed / Printed Name)

(Typed / Printed Title)